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MiraCosta College (MCC) embraces a holistic and seamless approach to student learning. Through programs and services, we are committed to student success by creating a culture of care and support.

MiraCosta is committed to a proactive approach to helping our students succeed while maintaining a safe environment for the entire campus community.

In order for students to be successful, our goal is to help them be:

- **Directed:** have a goal and know how to achieve it
- **Focused:** stay on track to reach their academic goals
- **Nurtured:** we are here to help by providing tools and resources
- **Engaged:** by actively participating in class and co-curricular activities
- **Connected:** become part of the college community
- **Valued:** skills, talents, abilities, and experiences are recognized and positive contributions to this learning environment are appreciated

Additionally, every week on Monday, a MiraCosta College Student Success email is sent to all students. The email includes important deadlines and activities for that week.

The following pages provide some information on student support services that can help students be successful at MiraCosta.
The Campus Assessment, Resources, and Education (CARE) Program is responsible for addressing the basic needs and other identified concerns of students through a holistic approach. The CARE team is committed to providing case management support to students through ensuring connections to on and off campus resources that will address housing instability, childcare, transportation, mental health, and more. Additionally, the CARE Program is leading the efforts to address food insecurity through operating the Campus Food Pantry (currently suspended due to COVID-19) and Farmer's Market, in partnership with Service Learning.

Our care and support is accessible to all students in order to address barriers that may impact their academic and personal success. If you or someone you know may benefit from our program, you may submit a CARE referral and a CARE Team member will outreach to determine how we can best provide care and support via phone, email, or ZOOM.

For a list of available resources, click on CARE Resources to be directed to our CARE Resource Guide for Basic Needs. Please visit our CARE website for additional information and resources on Deferred Action for Childhood Arrivals (DACA) & Immigration, Homelessness & Housing Insecurity, Food Insecurity, Mental Health & Physical Health, Sexual Misconduct, Sexual Assault, Title IX & Discrimination, Financial Support and Off Campus Resources.

**Contact:**
care@miracosta.edu

**Oceanside Campus**
Building 3300, Room 3306
760.757.2121 x6480 or x2135

**San Elijo Campus**
Building 900, Room 930
760.634.7806

**Community Learning Center**
Building 100, Room 128
760.795.8719

**Mailing Address:**
MiraCosta College
CARE, MS 12A
1 Barnard Drive
Oceanside, CA 92056

**Virtual Office Hours:**

**Oceanside Campus**
Monday - Thursday 8:30am - 4:30pm*
Friday 8am - 3pm*

**San Elijo Campus**
Monday - Thursday 9am - 4:30pm*
Friday 8am - 3pm*

**Community Learning Center**
Monday - Thursday 8:30am - 5pm*
Friday 8am - 2pm*

*Or by appointment

**Appointments:**
CARE Referral Form
The Academic Proctoring Center (APC) and Testing Office offer virtual assessment and proctoring services to current and incoming MiraCosta College students.

**Contact:**

- testing@miracosta.edu
- proctoringcenter@miracosta.edu
- 760.795.6685

**Virtual Office Hours:**

Monday - Tuesday 8am – 4:30pm
Wednesday - Thursday 8am - 8pm
Friday 8am – 4:30pm
Saturday 9am – 3pm

**Appointments:**

Schedule an appointment

**Mailing Address**

MiraCosta College
Testing Department, MS 10B
1 Barnard Drive
Oceanside, CA 92056

**Social Media**

Connect with us.
Lab assistants are available to provide support to MiraCosta students with course related and computer questions in the Online Open Computer Lab. Lab assistants are trained to answer your questions with a click of a button. The Online Open Computer lab uses the easy to access Canvas program Cranium Café. Getting connected to a lab assistant is easy and convenient, you can chat with a lab assistant for those quick questions or join a video meeting for more in-depth questions.

Please use the button below to access the main page for the Online Open Computer Lab and get started with getting your questions answered.

Librarians are available to help with research via our online 24/7 chat service. The library offers students online access to many resources, including books, journal articles, and streaming videos. Students may request that books and DVDs be mailed to them. The library has a limited number of laptops and WIFI hotspots available for check out.

Contact Us:

library@miracosta.edu

Text Us! 760-884-4682
The Math Learning Center (MLC) is designed to help students enrolled in any MiraCosta mathematics, statistics, or PHIL110 class. The MLC provides free drop-in and appointment-based tutoring. Students are invited to work on their homework in the MLC and ask questions when they need help. Students can go by themselves or with classmates. Students will find supportive staff and various resources in the MLC available to help supplement course instruction.

**Contact:**
mlc@miracosta.edu

**Oceanside Campus**
Building 1200
760.757.2121 x6381

**San Elijo Campus**
Building 100
760.757.2121 x7781

**Community Learning Center**
Building 136
760.757.2121 x8843

**Mailing Address:**
MiraCosta College
Math Learning Center, MS 9
1 Barnard Drive
Oceanside, CA

**Social Media**

**Live “Online” Drop-In Hours:**
Please see website for online drop-in hours.

**Appointments:**
Make An Appointment

For issues connecting with us online, please leave a voicemail with Scott Fallstrom (Faculty Director) and we will return your call:
760.757.2121 x6501 (voicemail only).
The MiraCosta Science, Technology, Engineering and Mathematics (STEM) Learning Center provides free online tutoring (both drop-in and scheduled appointments) for students in Biology, Biotechnology, Chemistry, Computer Science, Physics, and most courses in Astronomy, Oceanography, Earth Science, Geology, Horticulture, and Physical Science.

**NOTE:** While there is an "m" in STEM, support for mathematics is through the [Math Learning Center](mailto:stem@miracosta.edu) where you can find help with Mathematics, Statistics, and Philosophy 110 courses.

**Online Tutoring:**
Access live drop-in tutoring, use virtual study rooms (individual and group), schedule appointments, drop-off a question, and obtain workshop information:

**Contact:**
stem@miracosta.edu

**Oceanside Campus**
Building 1200
760.757.2121 x6388

**San Elijo Campus**
Building 100, Room 105
760.757.2121 x7748

**Mailing Address:**
MiraCosta College
Math Learning Center, MS 9
1 Barnard Drive
Oceanside, CA 92056

**Social Media**

**Live “Online” Drop-In Hours:**
Please see website for the online drop-in hours.

**Appointments:**
[Make an Appointment](mailto:stem@miracosta.edu)
Tutoring and Academic Support Center (TASC)

We hope that you stay safe and healthy. The Tutoring and Academic Support Center’s services are here to help you transition to become an online learner, effective scholar, and emerge as a college student. We offer several types of tutoring and academic support services: drop-in, 1:1 appointments, in-class assistance, academic success coaching, and student success workshops. We support your learning with CRLA trained and qualified peer tutors and academic success coaches to help you reach your fullest potential. Updates to the tutoring schedule and links below will be updated on our website.

Contact:
760.795.6682
Please leave a message and we can call you back and/or set up a Zoom virtual meeting

Virtual Office Hours:
Hours: Mon-Thu
7:30am - 4:00pm;
Friday 7:30am - 3:00pm

Mailing Address:
MiraCosta College
TASC, MS 9
1 Barnard Drive
Oceanside, CA 92056

Social Media

Appointments:
Make an online 1:1 Zoom tutoring appointment

Drop-in Group Tutoring:
Accounting, Economics, Computer Studies & Information Technology, Design, Economics, Media Arts & Technology, Music, Sociology,

Academic Success Coaching Lounge

Community Learning Center courses Drop-in
Welcome to the New Online Writing Center! As before, you can drop-in, work on your writing, ask for feedback when you're ready, socialize a little with others, and get those papers written for your classes. We also have breakout rooms for your group meetings. We know it won't be easy doing this from home, but writing is rarely easy. And we're here for you. Just like always.

Consultants and coaches will all be available to provide feedback and speech support. Coaches will also be able to help with our grammar, reading, and scholarship and transfer services. It's all online now. Oh, and if you prefer sending your paper and getting video feedback like we've offered for years, that's available too.

**Fall Semester Live Hours:**
Monday-Thursday 8 am - 7 pm  
Friday 8 am - 4 pm  
Saturday 12 noon - 5 pm  
Sunday 4 pm - 8 pm

**Mailing Address:**
MiraCosta College  
Writing Center, MS 9  
1 Barnard Drive  
Oceanside, CA 92056

**Social Media**

**Online Live Writing Center Drop-in Button**

**Appointments:**
Make a 25-min. Zoom appointment

Watch a video: "How to Make and Keep a Live Online Writing Center Appointment"
Academic Counseling

Academic Counseling provides advising and educational planning for students to be successful in achieving their educational goals and at MiraCosta. Students can meet with a counselor via 45-minute appointment; express and mobile counseling; online express chat and appointments; workshops; and informational videos. Students must have a comprehensive education plan to obtain and maintain priority enrollment.

Virtual Office Hours:
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

Contact:
onlineadvisor@miracosta.edu

Community Learning Center
(Noncredit Counseling)
Monday - Thursday 8am - 7pm
Friday 8am - 2pm
Saturday 8am - 12pm
ncstudentsupport@miracosta.edu
ged@miracosta.edu

Oceanside Campus
Building 3700

Mailing Address:
MiraCosta College
Counseling Department, MS 10C
1 Barnard Drive
Oceanside, CA 92056

Social Media

Connect with us.
Admissions and Records Office

The Admissions and Records Office is responsible for processing applications for admission; registering students in credit and noncredit classes; processing grades; evaluating records for graduation certificates and transfer; providing official transcripts; and enforcing academic regulations and deadlines.

Virtual Office Hours:

**Oceanside & San Elijo Campuses**
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

**Community Learning Center**
Monday - Thursday 8am - 7pm
Friday 8am - 2pm

**Contact:**
[Admissions Chat](mailto:admissions@miracosta.edu)

**Oceanside Campus**
760.795.6620
Building 3300

**San Elijo Campus**
760.634.7870
Building 800

**Mailing Address:**
MiraCosta College
Admissions & Records, MS 10A
1 Barnard Drive
Oceanside, CA 92056

**Social Media**
The Career Center empowers students to make informed, intentional career decisions. They offer help with choosing a major; exploring careers, salaries, and demand; career assessment and counseling, internships and cooperative work experience, resume reviews, interview practice, job and internship fairs, workshops, and appointments.

Virtual Office Hours:

**Oceanside Campus**
Monday - Thursday 8 - 4:30pm
Friday 8am - 3pm

**San Elijo Campus**
Monday – Wednesday 8 - 12 noon

Appointments
[Chat live with a Career Peer](#)

Mailing Address:
MiraCosta College
Career Services, MS 8A
1 Barnard Drive
Oceanside, CA 92056

Social Media
[Connect with us.](#)

Contact:

**Oceanside Campus**
Building 4700
760.795.6772

**Community Learning Center**
760.795.6620
careers@miracosta.edu
Disabled Students Programs & Services (DSPS)

Provides legally-mandated, academic accommodations and support services for students with disabilities to ensure equal access to college programs and activities such as: educational and disability management counseling; alternate format materials (braille, text-to-speech, large print); note takers and sign language interpreters; learning disability assessment; extended time accommodations, equipment loan, specialized English and math support courses and advocacy.

Virtual Office Hours:
Monday - Thursday 8am - 4:30pm
Friday 8am - 3pm
Evening hours by appointment

Contact:
760.795.6658
Fax 760.795.6604
dsps@miracosta.edu

Appointments:
Chat live with a DSPS Team Member
or
Request a DSPS Appointment and/or General Information

Mailing Address:
MiraCosta College
DSPS, MS 3B
1 Barnard Drive
Oceanside, CA 92056

Social Media

Connect with us.
Extended Opportunity Programs & Services (EOPS) assists students who are economically, socially, and educationally disadvantaged. EOPS provides specialized counseling, education planning, priority registration, textbook vouchers and loans, and CalWORKs program.

Contact:
760.359.8310
F: 760.967.6420

Oceanside Campus
Building 3000

Click here to Request Information

Virtual Office Hours:
Monday - Thursday: 8 am - 6:30 pm
Friday: 8 am - 3 pm

Appointments:
Chat with an EOPS Team Member
Chat with an EOPS Counselor

Mailing Address:
MiraCosta College
EOPS, MS 3B
1 Barnard Drive
Oceanside, CA 92056

Social Media

Connect with us.
The Financial Aid Office provides financial assistance from various federal and state programs, including the MiraCosta College Promise. They also provide outreach and financial literacy education including workshops.

The Scholarship Office oversees the scholarship application and distributes scholarships.

Contact:
760.795.6711
888.201.8480 x6711
Fax 760.795.6712
MCCFinAid@miracosta.edu

Oceanside Campus
Building 3000

San Elijo Campus
Building 800

Mailing Address:
MiraCosta College
Financial Aid, MS 3A
1 Barnard Drive
Oceanside, CA, 92056

Virtual Office Hours:
Oceanside Campus
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

San Elijo Campus
Wednesday 12:30pm - 4:30pm

Phone Hours:
Monday - Thursday 9:30am - 6pm
Friday 9:30am - 3pm

Social Media

Appointments:
Chat with a Financial Aid & Scholarship Specialist
Health Services assists students with their physical and mental health needs so they may accomplish academic success. Services and programs focus on medical care provided by registered nurses and a nurse practitioner. Mental health counselors provide individual, couples and family counseling. Health Services works with community agencies to provide on-campus services such as HIV testing; family planning as well as self-care services such as band-aids; condoms; and feminine products.

Contact:
760.795.6675
mccshs@miracosta.edu

Oceanside Campus
Building 3300, Room 3326

San Elijo Campus
Building 900, Room 922

Virtual Office Hours:
Fall Session
Monday - Friday
8:00am - 4:30pm

Health Services is open when classes are in session (closed during breaks).

Mailing Address
MiraCosta College
Student Health Services, MS 10B
1 Barnard Drive
Oceanside, CA 92056

Social Media
Connect with us.
The International Office serves international students who have an F-1 visa including recruitment, admission, counseling, and visa advisory. We also advise students interested in studying abroad.

**Contact:**
1.760.795.6897  
Toll-free outside 760 area code: 888.201.8480 x6897  
Fax 1.760.757.8209  
iip@miracosta.edu

**Oceanside Campus**  
Building 3400, Room 3443

**Mailing Address**  
MiraCosta College  
International Office, MS 12A  
1 Barnard Drive  
Oceanside, CA 92056

**Virtual Office Hours:**  
Oceanside Campus  
Monday - Friday 8am - 5pm

**Appointments:**  
Email us to make an appointment  
iip@miracosta.edu
MiraCosta College offers a wide variety of tuition-free noncredit courses at the Community Learning Center in Oceanside and at several locations throughout Oceanside and Carlsbad. See the Continuing Education Schedule to find out what courses are available. If you are a new student who needs help getting started, or would like more information about using our online systems, please review our Online Student Guide or our Online Student Guide Español.

Virtual Office Hours:
Community Learning Center
Monday - Thursday 8am - 7pm
Friday 8am - 2pm
Saturday 8am - 12pm

Mailing Address:
Community Learning Center (CLC)
1831 Mission Avenue
Oceanside, CA 92058
Fax 760.795.8730

Contact:
Noncredit Admissions & Records Office
760.795.8710
noncredit@miracosta.edu

Adult Education Office
760.795.8736
adulted@miracosta.edu

Noncredit Counseling
Online Appointment with a noncredit counselor

Chat:
Admissions Chat (Adult High School/ESL/NonCredit)
Noncredit Counseling Chat
Noncredit Student Support Chat

Social Media
Connect with us.
Service Learning offers volunteer opportunities within the local and campus communities to fulfill course requirements and for co-curricular experiences. Service Learning cultivates community partnerships and operates a food pantry for students experiencing food insecurity supplying over 15,000 sack lunches and snacks a year. They also provide a list of local food pantries, food banks, and CalFresh information and assistance.

Virtual Office Hours:
Monday - Thursday 8am - 4:30pm
Friday 8am - 3pm
Evening appointments are available by request.

Appointments at the San Elijo and Community Learning Center campuses are also available upon request.

Mailing Address:
MiraCosta College
Service Learning, MS 10B
1 Barnard Drive
Oceanside, CA 92056

Contact:
760.795.6616
servicelearning@miracosta.edu

Oceanide Campus
Building 3300, Room 3306

Appointments:
Email to make an appointment
servicelearning@miracosta.edu

Social Media
Connect with us.
The MiraCosta College’s Student Help Desk assists MiraCosta College students with the following services:

• Provide first contact technical support to students who are experiencing issues with our campus online portals such as SURF, Canvas, FTP Servers, VMware, and Wi-Fi.

• Provide basic academic guidance and procedures such as registration, matriculation, searching, adding, dropping, and paying for classes, books, parking permits, grades, and transcripts.

• Troubleshoot login complications such as onboarding & unlocking accounts, passwords, and one-time Passcodes (OTP).

• Provide “How to” tutorials regarding our online portals.

• For assistance, students may contact the Help Desk via phone at 760.795.6655, email studenthelp@miracosta.edu, and/or the live chat room on the website.

**Contact:**
760.795.6655  
888.201.8480 x6655  
studenthelp@miracosta.edu

**Virtual Office Hours:**
Monday - Thursday 8am - 8pm  
Friday & Saturday 8am - 4:30pm

**Appointments:**
Chat live or make an appointment

**Mailing Address:**
MiraCosta College  
Student Help Desk, MS 11A  
1 Barnard Drive  
Oceanside, CA 92056

**Social Media**

Connect with us.
Student Equity

The Department of Student Equity advocates for communities who the collegiate system was not originally designed to serve or who have not historically been centered. We work to create and support new and existing resources that cultivate inclusion, diversity, and equity at MiraCosta by fostering student leadership, collaborating with campus partners, and raising awareness of the unique experiences of the diverse populations we serve.

The department provides leadership and coordination for Academic Success & Equity Programs (ASE), the Social Justice and Equity Center (SJEC), LGBTQIA+ services and programs, History and Heritage Months and Access conferences.

Specialized learning communities and programs through ASE include:

- **PUENTE Project** - The mission is to increase the number of Mexican American/Latino students transferring to four-year colleges and universities. PUENTE is open to all students.

- **Umija** - (a Kiswahili word meaning unity) is committed to enhancing the cultural and educational experiences and increasing the persistence, retention, and transfer rates of African American and other students.

- **Resources & Assistance for Former Foster Youth (RAFFY)** - An innovative and powerful counseling program that provides specialized support services for former foster youth.

- **Mana** - (a concept, drawn from the cultures of Melanesia and Polynesia, describing a powerful miraculous force) is a program that builds a community among Pacific Islander students, offering specialized support and guidance toward educational goals.

- **Undocumented People Rise in Solidarity and Empowerment (UPRISE)** - UPRISE is a collaboration between California State University San Marcos and MiraCosta Community College to bolster academic success, enhance professional opportunities, improve personal wellness, strengthen institutional support, and increase allies for undocumented students and their families in North County San Diego. UPRISE offers free services to students and loved ones.

The SJEC is a student-driven space where all students can come to learn about social justice and equity topics in interactive workshops, get resources like snacks, supplies, and practice advocacy and dialogue skills.

LGBTQIA+ Equity works to ensure the inclusion and support of LGBTQIA+ students and employees through training, workshops, and events.

**Virtual Office Hours:**
Mon-Thurs: 8am - 5pm
Friday 8am - 3pm

**Contact:**
760.757.2121 x6900
Chat

**Appointments:**
Make an appointment with a member of the team by emailing studentequity@miracosta.edu

**STUDENT EQUITY WEBSITE**

**SJEC WEBSITE**
The Transfer Center is the liaison to baccalaureate-level colleges and universities regarding admission policies and transfer requirements. They provide assistance with transfer research, online university applications, counseling, and educational planning for students transferring from MiraCosta. Services include counseling appointments and workshops.

Contact:
transfercenter@miracosta.edu

Oceanside Campus
Building 3700
760.795.6880

San Elijo Campus
Building 800
760.795.6880

Mailing Address:
MiraCosta College
Transfer Center, MS 10C
1 Barnard Drive
Oceanside, CA 92056

Virtual Office Hours:
Monday - Thursday 8am - 4:30pm (evenings by appointment)
Friday 8am - 3pm

Appointments:
Schedule a Transfer Counseling appointment

Chat with a Transfer Specialist

Social Media

Connect with us.
Veterans Services provides a place for military-affiliated students to find resources on Veterans Affairs (VA) educational benefits, MiraCosta student services, and community organizations that are dedicated to assisting veterans and their family members. In addition, students can process paperwork and get their courses certified for GI Bill benefits, including Montgomery and Post 9/11 GI Bill, Vocational Rehabilitation and Chapter 35 – Dependent Education Assistance. The center also provides a place for students to relax, study, and meet with friends.

MiraCosta College is one of two schools in San Diego County that has a VetSuccess on Campus (VSOC) representative. The VSOC is an employee of the Department of Veterans Affairs who works in Veterans Services to assist students with support to pursue their educational and employment goals.

The Veterans Services staff is committed to helping you achieve your academic goals. For more information, please visit our website.

**Contact:**
760.795.6750
vetsbenefits@miracosta.edu
vetsinfocenter@miracosta.edu

**Oceanside Campus**
Building T100

**Mailing Address:**
MiraCosta College
Veterans Services, MS 25
1 Barnard Drive
Oceanside, CA 92056

**Virtual Office Hours:**
Monday - Thursday 8am - 7pm
Friday 8am - 3pm

**Appointments:**
Make appointment or see if someone is available to chat live
MiraCosta College offers intercollegiate sports (men’s and women’s soccer, men’s and women’s basketball, women’s volleyball and women’s beach volleyball) as well as club sports (men’s and women’s rugby and men’s and women’s surf team).

MiraCosta also has a robust intramural sports program, which is a free program for enrolled students. Intramural sports typically offers events like hiking, kayaking, dodgeball, soccer and more. During the 2020-21 academic year events will be planned if a safe environment can be ensured for all who participate.

With questions on any athletic or intramural sports program you can reach out to Shannon Tuise’e at stuisee@miracosta.edu or 760-757-2121 ext. 6194.
Student Life & Leadership engages in student development work through co-curricular activities and events to enhance classroom learning. They support more than 55 clubs and organizations including: The Associated Student Government, the Inter-Club Council, Phi Theta Kappa Honors Society (PTK), The Chariot student newspaper, provide community events such as College Hour and Sunset Social, and they develop student leaders through various programs and opportunities such as the Emerging Leaders Institute (ELI).

Contact:

Oceanside Campus
Building 3400, Room 3432
760.795.6890

San Elijo Campus
Building 900, Room 929
760.634.7806

Mailing Address:
MiraCosta College
Student Life & Leadership, MS 12A
1 Barnard Drive
Oceanside, CA 92056

Social Media

Virtual Office Hours:
Mon – Thurs: 8 am – 4:30 pm
Friday: 8 am – 3 pm

Appointments:
We are here for you through Virtual Connection!

Please email SLL@miracosta.edu with questions or to set-up a phone or Zoom appointment.
As the clock strikes twelve

MESSAGE FROM DEAN OF STUDENT AFFAIRS:

Things may seemingly feel unsettled right now as you navigate the rapid changes of college and its instruction. Be patient with yourself, your classmates, and your instructors during this time. Take care of yourself first. Making a plan and adjusting your studying habits will help you regain sense of control during this time.

-Nick Mortaloni, LCSW

WITHIN THESE PAGES:

02 PREPARATION FOR THE ONLINE ENVIRONMENT

03 SCHOOL & FOCUSED TIPS

04 PERSONAL CARE TIPS

05 STANDARDS OF STUDENT CONDUCT & COLLEGE RESOURCES

Adapted from University of Michigan Center for Academic Innovation
Preparation for the Online Environment

VIRTUAL ETIQUETTE

* Here are a few things to consider as you prepare to adjust to an online environment.

- **Find a dedicated space.** Where might be a good place for me to attend a Zoom or Video Chat session? Does it offer the fewest distractions?
- **Dress for your online class as you would in your in-person class.** What is the appropriate etiquette for participating in an online class? Remember that you are still in a professional setting, so present yourself well.
- **Test your audio and video before Zooming.** Take some time getting used to these new features if it is your first time with an online platform.
- **Consider turning off the video feature.** What is within view of my camera? It’s important to ensure that everything others can see on your screen is appropriate. Most video chat apps like Zoom allow you to mute your video or even upload a picture in place. Learn how to here.
- **Mute your mic.** What sounds/background noise can you control to create as little distraction for your peers? You simply unmute when it is your turn to participate. Learn how to mute on Zoom here.
- **Be mindful of others who have to share a space.** Allow for understanding if you see a classmate’s family member, roommate, or pet in the background of a Zoom session. Many students may need to share spaces when Zooming into class.
- **Don’t drink and Zoom.** When participating in an online class (Zoom, Discussion post, etc.) students cannot be under the influence of alcohol or (non-prescription) drugs.

ONLINE DIALOGUE

* Though we are physically distant, we are still socially and virtually connected. Here’s a few things to keep in mind for Canvas and other online discussions.

- **Invite dialogue.** Diversity of thought and expression of different opinions are important.
- **Keep the conversation going and not 'shut others down'.** Rather, use language that helps you demonstrate your point without belittling others’ opinions and ideas.
- **Use "I" statements.** Consider using these type of statements when offering your perspective, opinions, or feelings. Learn how to here.
- **Be kind to one another.** Be kind to yourself. This is new territory for a lot of students. Respond to discussion post with sincere curiosity, support, questions, and provide thoughtful feedback.
Creating a daily schedule for yourself can provide structure and encourage productivity. Utilizing a calendar (Google Calendar, iCal, physical planners, etc...) can better organize your time. Be sure to include exercise and self-care.

**Setting a Schedule**

Although there have been many changes during this time, it is important to stay up to date with the changes your professor(s) have provided regarding your assignments for the remainder of the semester.

**Understanding Your Course Requirements**

- Are any quizzes or exams being offered virtually?
- Where can you access live-streams, video lectures or other programs needed to complete assignments?
- Are these lectures and program accessible 24/7?
- Are your assignments changing?
- Are there new due dates/time frames?
- If you have a lab portion for your class, how is that affected?
- If you need help, does your professor offer virtual office hours?
- If they are, when and on what platform?
- Is there an online forum for asking questions?

**Group Work**

Here are some tips that may help with group work.

- **Try not to procrastinate.** Sticking to your schedule with the updated due dates will be important for group projects. While you aren't able to see each others as often as before, utilize apps or programs to still virtually meet and discuss the details of your assignment and stay productive.

- **Communicate regularly.** Keeping in touch via group chats about updates or clarification about the group assignment would be great for your team. Check out tools you have access to as MiraCosta students such as Canvas or perhaps Google Chat. If you aren't getting responses within a day or two, let your instructor know. It's your team's responsibility.

- **Set a purpose for meetings.** Although they may feel formal and unnecessary, keeping in touch via video chats and having a shared notes document would motivate and keep you all accountable for the work you have to contribute for your assignment. Make sure to include this in your daily schedule you've made for yourself!

**Recommended Apps**

- Pocket
- Todoist
- Be focused

**School Focused Tips**

Listed below are some things you want to stay on top of:

- Are any quizzes or exams being offered virtually?
- Where can you access live-streams, video lectures or other programs needed to complete assignments?
- Are these lectures and program accessible 24/7?
- Are your assignments changing?
- Are there new due dates/time frames?
- If you have a lab portion for your class, how is that affected?
- If you need help, does your professor offer virtual office hours?
- If they are, when and on what platform?
- Is there an online forum for asking questions?

Listed below are some things you want to stay on top of:

- Are any quizzes or exams being offered virtually?
- Where can you access live-streams, video lectures or other programs needed to complete assignments?
- Are these lectures and program accessible 24/7?
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Prioritizing Tasks

You may have several assignments to work on for your classes, but it is important to prioritize your assignments and carve out time for each one. Be careful not to multitask, which may lead to decreased productivity and possibly stress you out. Having your set schedule and structure will help you dedicate the time needed for each task.

How to prioritize assignments:

- **When is the assignment due?** Taking a moment to review your updated syllabi will help you figure out which assignment needs more of your time.
- **How long will it take you to finish the assignment?** Starting the assignment is a helpful way to get a sense of how long it will take. That way you can make an informed decision on how to prioritize your work.
- **Is it a group assignment?** Keeping in mind that you will have to communicate with other to complete this assignment might require some additional time to make sure everyone is on the same page.
- **Do your best to limit your distractions!** Giving yourself breaks for a snack or to stand up and walk around will be important during this time but scrolling through Instagram could break your concentration of what you were doing prior to going down a rabbit hole of content.

What to do when studying:

- It is important to focus on one thing at a time.
- Take 5-10 minute breaks between tasks. Consider using a timer on your phone or maybe the [Tomato Timer](#).

School Focused Tips

Lectures

Although your lectures are remote and online, it doesn’t mean you aren’t able to have the same approach as you would if they were held in person.

- **Add your professors’ lectures into your schedule.** Be sure to give yourself some time to review before the class lecture to make sure you understand the previous and new material.
- **Ask if there will be a chat feature during lecture.** If your professor hasn’t mentioned it already, it’s safe to ask if there will be a discussion forum you should be participating before, during or after the remote lectures.
- **Close any distracting tabs and apps** that you may have on your desktop. You might be a click away from losing focus.
- While you may be at home, it is important that others respect your boundaries when studying and in the middle of your class video lecture.
- Take notes as you follow along the video lecture and make sure to ask questions for clarification.
Personal Care Focused

**ROUTINES**

For some, routines help us stay motivated and productive throughout the day and while we have to adjust during this time, it is important to maintain your old routines and form new ones.

**Personal & Mental Health based routines**
- Maintain a healthy sleep schedule.
- Using apps like Calm or Headspace if you have access to them.
- Add in yoga or mindfulness exercises for mental balance.
- If you are able to workout at home, consider YouTube or Instagram #AtHomeWorkouts.
- Planning and preparing for what you need to do with intention, not obsession.
- Schedule a phone or Zoom counseling session with MiraCosta College Health Services*

**COMMUNITY**

While we want to ensure that everyone is successful in their academics, staying in touch with family, friends and loved ones is most important in this time. Connecting with your community with phone or text check ins are helpful to get through this together. Also staying connected with faculty, classmates, and group mates is still important for continued classwork.

**Here are a few ideas:**
- Schedule calls with friends and family. Talking with loved ones is often really helpful when you’re stressed or nervous about something. Taking a break to have a laugh can be fulfilling.
- If you are worried about the health of friends/family and would like emotional support, please schedule a counseling appointment with MiraCosta College Health Services.
- Using fun apps or internet browser extensions to stay connected during your breaks from classwork will also be helpful (Do I hear Netflix Party?)
- Use Group Facetime, Zoom, or Google Hangouts chats to connect with classmates to talk through a tough problem.
- Attend virtual office hours or study groups so that you can stay up on your coursework.

*Mental Health Counseling and Support
For information about phone/Zoom individual counseling sessions and Zoom support groups, please contact Health Services at mccshs@miracosta.edu or 760-795-6675
Standards of Student Conduct

STUDENT CONDUCT

Although school is now remote, students are still required to uphold the Standards of Student Conduct outlined in AP 5500.

The following behaviors are prohibited:
- Engaging in harassing or discriminatory behavior.
- Engaging in intimidating conduct or bullying against another student or district employee.
- Cheating, plagiarizing, or other academic dishonesty.
- Engaging in lewd, indecent, or obscene conduct or expression.
- Disruptive behavior, including disruption of teaching.

For a full list of behaviors that are subject to possible disciplinary action can be found in the AP 5500: Standards of Student Conduct.

COLLEGE RESOURCES

We are committed to maintaining a culture of CARE and support during this transition. We encourage that you connect with us for any additional support or resources.

Please review the Frequently Asked Questions (FAQs) and Information Guide from Student Support Services to find the answers to any of your school related questions.

FOLLOW US. We encourage that you follow each MiraCosta College department social media for the most up-to-date information.

CARE TEAM

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